



Volunteer Tennessee



TO: AmeriCorps Program Directors
DATE: August 1, 2019
FROM: Daniel Sparkman, AmeriCorps Program Manager
RE: Reporting Requirements for 2019-2020 Program Year

Below are the reporting deadlines for the 2019-2020 program year. Please review these dates carefully.

All Financial Status Reports (FSR) and Progress Reports must be submitted via email to the AmeriCorps Program Managers (Daniel.Sparkman@tn.gov and Monica.Hodges@tn.gov). If at any time you find that you cannot submit a report by the deadline, you may submit a written request for an extension. Extension requests must be received **BEFORE** the due date.

The following charts outline FSR and progress reporting requirements. If you have any questions about expectations for 2019-2020 reporting, please contact your program officer.

Financial Status Reports: Due via email by 3:00 p.m. Central Time.

<u>Due Date</u>	<u>Period Covered</u>
October 10, 2019	August 1, 2019 – September 30, 2019
January 16, 2020	October 1, 2019 – December 31, 2019
April 9, 2020	January 1, 2020 – March 31, 2020
July 16, 2020	April 1, 2020 – June 30, 2020
October 8, 2020*	July 1, 2020 – September 30, 2020
January 29, 2021	October 1, 2020 – December 31, 2020

**Current programs with August/September start dates should submit two FSRs for July 1 – September 30, 2019: one for the 2019-2020 program year and one for the 2020-2021 program year.*

Progress Reports: Due via e-mail by 3:00 p.m. Central Time.

<u>Due Date</u>	<u>Period Covered</u>
April 8, 2020	August 1, 2019 – March 31, 2020
October 7, 2020	April 1, 2020 – September 30, 2020
January 29, 2021	October 1, 2020 – December 31, 2020**

***All programs must submit a Final Progress Report within 30 days of their program's end date if the September 30, 2020 progress report is not marked "final."*